

**Chapter 18.160*****Notices and Hearings*****18.160.010 Generally**

- A. The following procedures implement Government Code Sections 65090 through 65096 and govern the notice and public hearing, where required, for consideration of a land use or development permit or action pursuant to this Title.
- B. Public hearings shall be required for tentative tract, vesting, reversion to acreage, condominium and environmental subdivision maps identified in this Title. The hearing(s) shall be held before the designated Approving or Appeal Authority pursuant to Section 18.050.010 Approving and Appeal Authority.

**18.160.020 Notice of Hearing for Discretionary Permits Reviewed by Planning Commission**

When a provision of this Title requires notice of a public hearing to be given, notice shall be given per Title 19.670.

**18.160.030 Content of Notice**

Notices shall include at a minimum the date, time and place of the public hearing; the identity of the hearing body; a general explanation of the matter to be considered; and a general description, in text or by diagram, of the location of the real property, if any, that is the subject of the hearing.

**18.160.040 Notice Requirements for Administrative Discretionary Permits Reviewed by the Zoning Administrator**

- A. Public notice of the consideration of a proposed lot line adjustment, lot consolidation, lot merger/unmerger, parcel map waiver and certificate of compliance shall be provided by the Zoning Administrator by mailing such notice to the owners of property adjacent to the boundaries of the property under consideration, using for this purpose the last known name and address of such owners as are shown on the latest available equalized assessment roll of the County Assessor. Such notices shall identify the property under consideration and indicate the nature of the proposed application.
- B. Public notice of the consideration of a proposed tentative parcel map shall be provided by the Zoning Administrator by mailing such notice to the owners of property within 300 feet of the boundaries of the property under consideration, using for this purpose the last known name and address of such owners as are shown on the latest available equalized assessment roll of the County Assessor. Such notices shall identify the property under consideration and indicate the nature of the proposed application.
- C. The public notice shall:
  - 1. Be sent no later than fourteen (14) days after City acceptance of a complete and accurate application.
  - 2. Invite interested persons to notify the Planning Division in writing of any concerns or comments and/or to request further notification of actions relating to the proposed application during a fifteen (15) day comment and review period commencing with the date of the notice.
  - 3. Specify that only those specifically requesting to be further notified of actions relating to the application will be so notified of decisions, appeals, or requests for City Council review.
  - 4. Specify that at the end of a fifteen (15) day comment and review period, the Zoning Administrator's final report and recommendations will be issued, initiating a ten (10) day appeal period.

**18.160.050 Requests for Notification**

Any person who requests inclusion on a mailing list for notice of hearing for a project or projects pursuant to this Title shall submit such request in writing to the Planning Division. The City may impose a reasonable fee for the purpose of recovering the cost of such notification.

**18.160.060 Failure to Receive Notice**

Pursuant to California Government Code Section 65093, failure of any person or entity to receive notice required by law of any hearing as required by this Title shall not constitute grounds for any court to invalidate the actions of a designated Approving or Appeal Authority for which the notice was given.

**18.160.070 Hearing Procedure**

- A. Hearings and public meetings as provided for in this Chapter shall be held at the date, time, and place for which notice has been given as required in this Chapter. The designated Approving or Appeal Authority shall conduct the public hearing and hear testimony.
- B. The summary minutes shall be prepared and made part of the permanent file of the case.
- C. Any hearing may be continued, and no further public notice shall be required unless the hearing is not continued to a specific date/time, in which instance the hearing shall be re-noticed.